



## United States Department of the Interior

National Park Service  
Guilford Courthouse  
National Military Park  
2332 New Garden Road  
Greensboro, North Carolina 27410-2355



Revised: 03/01/14

### **Permit Guidelines**

A Special Use Permit is required for all short term activities in the park which are not initiated, sponsored, nor conducted by the park. These are activities which generally benefit an individual, group or organization, rather than the public at large. Examples of activities requiring a Special Use Permit include but not limited to: First Amendment Activities (large groups), Political Events, Sale of Food or Merchandise, Sporting Events, Pageants, Public Spectator Attractions, Entertainment, Ceremonies, Large Group Camps, and Commercial Filming.

For a Special Use Permit to be approved and issued, the Park must be assured that the proposed activity will not:

- Cause injury or damage to park resources
- Present a clear and present danger to public health and safety
- Be contrary to the purposes for which the park was established
- Unreasonably impair the atmosphere of peace and tranquility maintained in the natural, historic or commemorative locations within the park
- Unreasonably interfere with the interpretive, visitor service, or other program activities, or with the administrative activities of the park
- Substantially impair the operation of public facilities or services of park concessioners or contractors
- Result in significant conflict with other existing uses
- Conflict with law or policy

### **TYPES OF PERMITS**

#### **WEDDINGS**

Weddings may be permitted at the Park's amphitheater adjacent to the Greene Monument, generally during periods of low visitor use. Guest and members of the wedding party may park in designated parking areas only. Food and beverages (non-water) are not allowed. Receptions are not permitted on park property. Throwing rice or the use of props and helium filled balloons is prohibited. The placement and use of chairs is permitted. It is the responsibility of the permittee to obtain/rent, deliver, set-up and remove chairs after the event.

A Special Use Permit is required - \$50.00 application fee applies.



## **COMMERCIAL FILMING AND PHOTOGRAPHY**

A Special Use Permit is required for any filming or photography that:

- Involves the use of a model, set, or prop
- Requires entry into a closed area
- Requires access to the park before or after normal working hours
- Effects or impacts the normal park operations or the park's resources
- Is for commercial profit

A \$50.00 application fee and a location fee apply. See attached location fee chart for rates.

If park assistance is required for event monitoring or cleanup, recovery fees will be charged in addition to the application and location fees.

A Special Use Permit is not required for a visitor using a camera and/or a recording device for his/her own personal use within normal visitation areas and hours.

A Special Use Permit is not required for press coverage of breaking news. However, this activity is subject to the imposition of restrictions and conditions necessary to protect park resources and public health and safety, and to prevent impairment or derogation of park resources or values.

A Special Use Permit is required - \$50.00 application fee applies.

## **NON PROFIT, GOVERNMENTAL & CIVIC ORGANIZATIONS**

Requests for Special Use Permits to conduct activities associated with non-profit, governmental or civic organizations will be considered based on the following criteria:

- The group or organization must be of a non-profit, community service nature or a governmental agency.
- The goal of the group's activity must be to provide for the health and welfare of the general public.
- No solicitation of or collection of money may occur.
- No intrusive interaction with park visitors may occur.
- Informational messages cannot be religious or political in nature.
- No company advertising may occur.
- Food items may not be distributed to the public.
- Distribution of water must be in tamper proof sealed containers only.
- Location of activity will be limited and predetermined by the park.

A Special Use Permit is required. The application fee is normally waived.

## **SCOUT GROUPS AND VOLUNTEER SERVICE PROJECTS**

Scout groups and volunteer service project groups will typically be allowed camping privileges in the park in exchange for the work performed associated with their service project.

A Special Use Permit is not required for scout/volunteer service projects.

## **FIRST AMENDMENT AND DEMONSTRATIONS**

The freedom of speech, press, religion, and assembly are rights of all U.S. citizens. However, the Park is allowed to reasonably regulate this type of activity. The Park will regulate the time, date, place and manner of the activity conducted to ensure safety of the participants, visitors and park resources. The Park may not regulate the content of the message, only the conduct associated with the expression of the message.

The activity cannot impede or interfere with visitors, visitor service operations or special events.

A Special Use Permit is not required for groups consisting of 25 participants or less that utilize our *designated First Amendment Areas* with the exception of:

- \*groups of any size that will be soliciting donations (permit required)
- \*groups of any size that will be selling commercial items (permit required)
- \*groups of any size that will be using public address systems (permit required)

There are no fees for First Amendment Permits.

## **SPORTING/RECREATIONAL ACTIVITIES**

Special Use Permits cannot be issued for sporting or recreational activities. This type of activity is contrary to the purpose for which the park was established.

All other questions regarding Special Use Permit requests should be directed toward the Chief of Visitor Services, Guilford Courthouse NMP (336-288-1776).

## **Fees**

Application Fee: \$50.00

Personnel/Equipment Fee:

It is the permittee's responsibility to pay any costs arising from the use of Park land and facilities and any costs associated with Park employee's management of the activity. This cost is determined on a fair market value and on a case by case basis.

Fee Waiver: The following activities will not be charged a permit application fee:

- First Amendment Activities
- The Park may waive the application fee if it is determined that the proposed activity will promote the mission of the NPS.
- The Park may waive the application fee as a courtesy to military, government or international organizations.

The application fee is non-refundable and must be received prior to issuing the permit.

Please make all checks payable to the **Guilford Courthouse National Military Park**.

## **Provisions**

The Park may require liability insurance – the need and amount will be determined on a case by case basis.

The Permittee may not advertise or solicit business while on Park property.

The Permittee must agree to leave the area in the same condition as before the proposed activity.

The Permittee must possess a copy of the permit at all times during the activity.

The Park may include other provisions.

The Park reserves the right to terminate the permit if it is later determined that the activity violates any of the conditions listed in the above Guidelines section or if there is a breach of any condition stipulated in the permit.

## **Application Procedures**

Mail, fax or email the completed Special Use Permit application to the below Park address:

### **Park Address**

Guilford Courthouse NMP  
2332 New Garden Road  
Greensboro, NC. 27410  
Attn: Chief of Visitor Services  
**Fax 336-282-2296**

### **Email Address**

[www.guco\\_administration@nps.gov](mailto:www.guco_administration@nps.gov)

In accordance with NPS management policies, all permit applications must be received at least 14 days prior to the proposed event.

Once the park receives the permit application, the park will make a determination of the appropriateness of the special use request. The applicant will be notified of the park's decision within 4 business days. Upon approval please allow up to 10 days for the completion of your permit.

If the determination is favorable, a Special Use Permit will be created.

The permit will be sent to the applicant. The applicant should review the permit and its conditions. The applicant will sign the permit and return it to the Park. The applicant, at this time, must include payment for any fees.

The Park Superintendent will sign the permit. A signed copy of the permit will be returned to the applicant. Until the permittee receives the permit signed by the superintendent, the activity is not permitted.